

RELATED TERMS

- Remedial Action
- Improvement Plan
- Corrective Actions
- Improvement Plan Tracking



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PRACTICE NOTE

PRIMARY DISCIPLINES

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- State and Local Executive Offices
- Community Preparedness

Exercise Program Management: Ohio Emergency Management Agency's Exercise After-Action Report Database

PRACTICE

The Ohio Emergency Management Agency (OEMA) has developed a database to monitor exercises, to note the successful completion of exercise objectives, and to track improvement items from exercise after-action reports (AARs).

DESCRIPTION

Organizations often lack a systematic method for tracking improvements or remedial actions that result from exercises and AARs. Many emergency management agencies and State Administrative Agencies (SAAs) periodically receive inquiries from the Governor's Office, state legislature and other entities regarding emergency response and preparedness problems, progress, training, and funding. Frequently consulting AARs for requested data and performing trend analysis in the absence of a formal system can prove time-consuming and difficult.

The OEMA created a Microsoft Access database, the Ohio Exercise After-Action Report Database, to improve its ability to track information and conduct analysis of exercises and AARs. The OEMA populated the database with information from its archived AARs and updates it as jurisdictions submit AARs. The OEMA records the following information in the database:

- Scenario type
- Date of exercise
- Hazard
- Exercise type
- Participating agency/organization
- Exercise objective
- Status of objective
- Other information as needed



The database enables the OEMA to report the successful completion of exercise objectives relating to specific response capabilities.

The Ohio Exercise AAR Database also tracks improvement plan (IP) action items. After an exercise, the OEMA, working with state entities and local jurisdictions, analyzes AARs and makes recommendations for remedial actions. The local jurisdictions approve or disapprove the items and propose timelines for implementing them. The OEMA then enters the

approved items and their corresponding deadlines into the database. Over time, the database prompts its users to consult jurisdictions about the status of improvements. A jurisdiction that fails to implement improvement items must provide written justifications as to why the improvement items have not been completed, as well as provide a new completion date for them.

The State of Ohio Exercise After-Action Report Database has achieved remarkable success. The Department of Homeland Security intends to use Ohio's database and tracking system as a model for the national AAR/IP system.

CITATION

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